

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140170-4

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ISS - 4/3

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

XX MACHINE-NAME LISTING

Information Science Training - Class Hours

3. FUNCTIONAL AREA

PERSONNEL

XX TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

12 CY - 2 FY

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not
number of copies)

12

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

XX

YES

IF YES GIVE ADP PROCESSING NO.

NO

606B

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

Att B - IHC-D-113.5/9 20 May 69

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

(Form 136,

Form 1961)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

17 pages x 12 x 5¢ per page =					10.20
17 pages x 2 x 5¢ per page =					1.70
					\$11.90
TOTAL COSTS PER YEAR					\$11.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX RETAIN AS IS ☐ OTHER (explain)
CHANGE
DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0 STAT

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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